



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
Headquarters, 14<sup>th</sup> Combat Engineer Battalion (Corps) (Wheeled)  
Fort Lewis, Washington 98433

AFZH-CEF

29 June 2004

MEMORANDUM FOR Rugged Battalion Troopers

SUBJECT: Rugged Policy Letter #12 (Leave and Pass Procedures )

1. REFERENCES: AR 600-8-10

2. PURPOSE: To standardize procedures for processing leaves and passes for personnel within the 14th Combat Engineer Battalion (Corps).

3. GENERAL: Control leaves and passes at company level. Strictly follow guidelines, requirements, and procedures so that all soldiers have the opportunity to utilize their annually accrued leave without jeopardizing or degrading planned training events.

4. REQUIREMENTS:

a. Approval authority for ordinary leave under thirty days is the Company Commander. The Battalion Commander must approve any leave that extends over thirty days.

b. Approval authority for special passes is the company commander. Commanders will grant passes in accordance with AR 600-8-10 paragraph 5-27 through 5-30.

c. Approval authority for Permissive Temporary Duty (PTDY) is the Battalion Commander.

(1) Company Commanders will screen requests for ordinary PTDY to ensure the absence is being utilized for house hunting purposes only. Commanders will allow only a maximum of 10 days for house hunting.

(2) Company Commanders may approve, but not disapprove, ten days of transition PTDY for soldiers being released from active duty under the conditions detailed in AR 600-8-10, paragraph 5-35b. The Battalion Commander withholds the option to deny approval of any transition PTDY interfering with military mission accomplishment.

d. Company Commanders will schedule periods of maximized leave to ensure soldiers do not lose accrued leave at the end of fiscal years. These periods will be placed on unit quarterly calendars.

(1) Do not grant leaves or passes during green cycle except under exceptional circumstances as approved by the Battalion Commander.

(2) Commanders will support and encourage civilian education opportunities, but will not grant absence from field training exercises. Approval authority for all exceptions is the Battalion Commander.

e. Soldiers E-5 and below must physically sign out at the staff duty desk. Soldiers with a rank of E-6 and above may sign out telephonically with the SDNCO. All soldiers who are leaving permanently on PCS, ETS, retirement, or transition leave must physically report to the staff duty desk to sign out.

5. Point of Contact for this memorandum is the Battalion Adjutant at 966-7042.

RUGGED!

MICHAEL W. BROBECK  
LTC, EN